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General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule
Current as of June, 2010

On-line ordering information, terms & conditions, pricing, and delivery available at GSA Advantage*! –*
www.gsaadvantage.gov

Federal Supply Schedule 36 – The Office, Imaging, and Document Solutions

Contract No. GS-03F-0169W

Period of Performance: June 15, 2010 through June 14, 2015

CONTRACTOR INFORMATION

Intellectus, LLC
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Chantilly, VA 20151
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Contractor Administration:
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Business Type: Small Business

CUSTOMER INFORMATION

1. (a) SINs

    This contract includes Special Item Numbers (SIN):
    51 501 Needs Assessment and Analysis Services
    51 504 Records Management Services
    51 505 Document Production
    51 506 Document Conversion Services
    51 507 Destruction Services
    51 508 Litigation Support Services
    51 509 Network Connectivity Support Services
    733 1   Mail Room Administrative Support Services
    733 5   Mail Room Ergonomic Analysis Services
    733 6   Mail Screening and Inspection Services

(b) **LABOR CATEGORY DESCRIPTIONS/RATES**

Program Manager I

Minimum / General Experience: Minimum of two years experience leading business operations in all phases including design, development, migration, conversion, testing, implementation, and maintenance. Applies object-oriented methodology, database, and client-server architecture to achieve client's goals. Supervises employees, allocates staff hours, enforces procedures, creates procedures as needed, and determines due dates. Provides clients with regular status reports.

Required Education Level: Bachelor's degree in Business Administration, management information systems, information resource management, data processing, or other related discipline, or four years of equivalent experience.

Project-Site Manager I

Minimum / General Experience: Minimum 4 years experience with primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation environments, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging.

Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Minimum Education: Bachelor's degree in Business Administration, computer science, information management systems, or equivalent experience.

Project-Site Manager II

Minimum / General Experience: Minimum 3 years experience with primary responsibility for all support provided to a particular case or project, including monitoring work flow, preparing regular reports for manager or clients, identifying and assigning staff, creating and tracking budget, coordinating technical or data processing support, maintaining case or project security, and obtaining other resources as needed. Uses broad knowledge of office automation environments, including telecommunications, networks, personal computers, databases, word processing, spreadsheet, and imaging.

Functional Responsibility: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters.

Minimum Education: Bachelor's degree in Business Administration, computer science, information management systems, or equivalent experience.

Team Lead I

General / Minimum Experience: Minimum of two years experience with coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Must be familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Required Education Level: Bachelor's degree, or two years equivalent experience.

Systems Analyst I

Minimum / General Experience: Minimum 4 years experience with production systems management experience, technical support, print support, and operations support in order to support print and media communications applications.

Functional Responsibility: Analyzes evaluates and modifies existing or proposed systems and related devices. Coordinates with users to ensure timely and efficient manufacturer's software release installation. May design, encode, test and debug programs or user defined modifications.

Minimum Education: BS degree in electrical engineering, computer science, information management systems, or 2 years related experience.

Business Process Analyst

Minimum / General Experience: Minimum of 4 years experience with devising and designing business process requirements for improved document workflow and reducing departmental deficiencies including all IT-related business, financial, and operations systems critical to core organizational functions. This includes researching and analyzing data in support of business functions, process knowledge, and systems requirements.

Functional Responsibility: Responsible for proactively generating and compiling reports based on his or her findings, complete with recommended improvements to – or new requirements for – business processes and operational procedures. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of IT system investments and to assist in implementing new computer systems.

Minimum Education: BS degree in Computer Science, Information Management Systems, or three years related experience.

Enterprise Architect II

Minimum / General Experience: Minimum 4 year's experience. This individual must thoroughly understand current technology and have a broad base of expertise with print and electronic media communications. Must have a strong understanding of Enterprise wide applications and of full project life cycle.

Functional Responsibility: The Enterprise Architect will assist the development team as needed by providing needs analysis and tactical support by investigating, identifying, and resolving complex technical issues involving print and electronic media communications. A high level of communication and knowledge transfer is required between the enterprise architect and other individuals in the group. Perform analysis, functional and technical requirements, and create a workflow and architect the system to minimize redundancy.

Minimum Education: Bachelor's degree in Business Administration, computer science, information management systems, or equivalent experience.

Database Analyst II

Minimum / General Experience: Minimum of 2 years. Such activities involve interaction with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required for print and electronic media communication. Works under general supervision, assists in needs analysis and design activities. Must be competent to work independently.

Functional Responsibility: Responsible for activities and results of those activities specifically assigned and agreed upon. Plans, schedules, and assigns tasks to personnel as required to assure orderly

additions and/or changes to the database. Assures the timely completion of projects and estimated costs.

Minimum Education: Bachelor's degree in Business Administration, Information Management Systems, or equivalent experience.

Computer Programmer II

Minimum/General Experience: Minimum of 2 years experience, including at least one year specializing in the development of application software. Defines the logic, performs the coding, testing and debugging of print and electronic media communications applications. Prepares the application specifications and documentation that includes the designing of report formats, record layouts and screen layouts.

Functional responsibility: Develops program specifications for application software development under supervision. Defines the logic, performs the coding, tests and debugs the application. Prepares system and program specifications and documentation that includes designing report formats, record and screen layouts.

Minimum Education: BS degree in Computer Science or a related technical field or four years experience in a project related functional area.

IT Support I

Minimum / General Experience: Minimum 4 years experience with personal computers and Hardware/Software. Must have good user support/desktop skills on Windows 95/98/NT and LAN environments. Excellent verbal and written communication skills, team player, aggressive and excellent customer relation skills.

Functional Responsibility: Provides information and guidance to users of printers, output devices and computers throughout the organization and client base. Answers questions regarding computer applications including desktop publishing and the selection of hardware and software systems. Researches and resolves computer hardware and software problems for users. Ensures smooth operation of hardware systems by coordinating maintenance and repairs for computer and peripherals. Supporting Applications that run on a Network. Understand the security issues involved with the different Applications

Minimum Education: Associates degree in electrical engineering, computer science, information management systems, or 3 years related experience.

IT Support II

Minimum / General Experience: Minimum 2 years experience with personal computers and Hardware/Software. Must have good user support/desktop
skills on Windows 95/98/NT and LAN environments. Excellent verbal and written communication skills, team player, aggressive and excellent customer relation skills.
Functional Responsibility: Provides information and guidance to users of computers throughout the organization and client base. Answers questions regarding computer applications including desktop publishing and the selection of hardware and software systems. Researches and resolves computer hardware and software problems for users. Ensures smooth operation of hardware systems by coordinating maintenance and repairs for computer and peripherals.

Minimum Education: Associates degree in electrical engineering, computer science, information management systems, or 2 years related experience.

Administrative Assistant

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Data Entry Operator I

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Clerk II

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. He or she selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. Required Education Level: High School Diploma/GED and two years of equivalent experience.

Production Control Clerk

This position compiles and records document production data for establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of document production. May perform any combination of the following duties: compile and record document production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. He or she prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. He or she may also sort and distribute work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Computer Operator II

Minimum / General Experience: Minimum of 1 years of experience with the operation of computer equipment following established computer procedures. Operates computer equipment to ensure that tasks are processed in accordance with a schedule of operations. Maintains and completes daily logs and turnovers. Ensures that computer tasks are executed properly. Monitors all output to assure the integrity of each report. Ensures that system backup procedures are successfully performed regularly

according to a predetermined schedule. Keeps the computer equipment clean and performs other operator maintenance functions regularly. Determines that computer equipment is in proper operating condition. Maintains an accurate report of equipment and/or software malfunctions. Ensures that a secure environment is maintained for all computer equipment, data files, supplies, etc. Maintains an inventory of data processing supplies and informs the supervisor when reorders are necessary.

Required Education: High School Diploma/GED and one year of equivalent experience

Warehouse Associate I

Performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

Required Education Level: High School Diploma/GED and two years of equivalent experience.

Courier I

The Messenger Courier delivers sensitive; messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a vehicle to perform these duties. The courier may be armed and/or posses an active clearance.

Required Education Level: High School Diploma/GED and required certifications.

Document Specialist I

Minimum / General Experience: Minimum of four years experience in filing and retrieving documents within a standardized system that allows for the efficient storage of and accessibility to large volume of records. This involves categorizing records and storing them in alphabetical or numerical sequence or a combination of the two. Some centralized records units maintain more than one system. Some require cross referencing among files and/or indexing. Responds to requests for items from files by locating and retrieving the item, sending or delivering it to the requester, and documenting the transaction. If the item is not available, he or she will document that it has been requested, and when available, send to the requester.

Requires High School diploma or equivalent, and three to four years of related experience.

Document Specialist II

Minimum / General Experience: Minimum of two years experience with the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Assists in the administration

of the company's Records Retention Management program, including researching, analyzing, negotiating and distributing retention schedules. Knowledge of computer software.

Requires High School diploma or equivalent, and two to three years of related experience.

Language Specialist I

Minimum / General Experience: Minimum of 3 years experience. Must be bi-lingual and able to process and manage inbound and outbound print and media communications. Duties include: translation or transcription services, the translation of written, electronic and multi-media material to and from English and target languages. Materials include but are not limited to: business, legal, medical, technical, documents, software, website localization for internet and intranet, video subtitling and captioning. Services also include but are not limited to: formatting, proofreading, editing, graphic design, and desktop publishing.

Required: Minimum of three years equivalent experience.

Labor Category	Order Code	Hourly Rate	Daily Rate
Program Manager I	PGM 1	$245	$1,960
Project-Site Manager I	PSM 1	$95	$760
Project-Site Manager II	PSM 2	$72	$576
Team Lead I	TL 1	$47	$376
Systems Analyst I	SA 1	$110	$880
Business Process Analyst	BPA	$125	$1000
Enterprise Architect II	EA 2	$160	$1,280
Database Analyst II	DBA 2	$145	$1,160
Computer Programmer II	CP 2	$51	$408
IT Support I	ITS 1	$95	$760
IT Support II	ITS 2	$75	$600
Administrative Assistant	AA	$28	$224
Data Entry Operator I	DEO 1	$45	$360
Clerk II	CK 2	$31	$248
Production Control Clerk	PCC	$28	$224
Computer Operator II	CO 2	$28	$224
Warehouse Associate I	WA 1	$30	$240
Courier I	CR 1	$55	$440
Document Specialist I	DS 1	$55	$440
Document Specialist II	DS 2	$35	$280
Language Specialist I	LS 1	$95	$760

2. Maximum Order: $1,000,000 for all SINs as established per clause 52.216-19 Delivery Order Limitations (Deviation) (Alternate II).

3. Minimum Order: $100.00

4. Geographic Coverage: Continental US, Asia/Pacific, Europe

5. Points(s) of production: Chantilly, VA

6. Discount from list prices: 15%-20%.

7. Quantity Discounts: None

8. Prompt Payment Terms: None, Net 30

9. (a) Notification that Government Purchase Cards are accepted at or below the micro-purchase threshold: No

    (b) Notification that Government Purchase Cards are accepted or not accepted above the micro-purchase threshold: Accepted above the micro-purchase threshold.

10. Foreign items: None

11. (a) Time of delivery: Receive delivery of 30 days ARO

    (b) Expedited delivery: None

    (c) Overnight and 2-day delivery: None

    (d) Urgent Requirements: Agencies should contact the Contractor to coordinate faster delivery

12. FOB point: Receive FOB Origin

13. (a) Ordering address: Same as contractor

    (b) Ordering procedures: For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14. Payment address: Same as contractor

15. Warranty provision: Standard Commercial Warranty

16. Export Packing charges: N/A

17. Terms and conditions of government purchase card acceptance: contractor will accept government credit cards up to the agency's limit or the micro threshold amount of $3,000 whichever is greater.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

    (a) Terms and conditions for any other services: N/A

21. List of services and distribution points: N/A

22. List of participating dealers: N/A

23. Preventative maintenance: N/A

24. (a) Special attributes: N/A

    (b)   Section 508 Compliance for EIT: N/A

25. DUNS number: 793373130

26. Notification regarding registration in Central Contractor Registration (CCR) database: registration valid until 03/04/2011